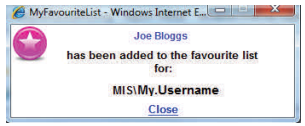
RUH STAR— General User Guide

3.Manager's View - My List

You can create a tailored list of staff which will be remembered each time you access STAR.

You will first need to locate those staff by running one of the previous Manager's reports and when you find a member of staff click the add button in the "My List" column

You will then see the following message:



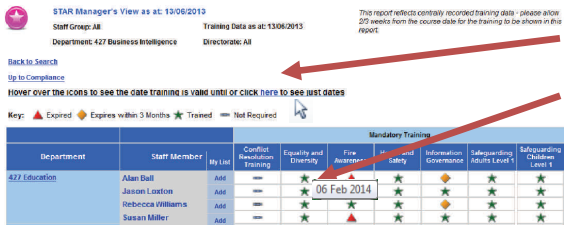
You can also add an individual to 'my list' from a 'My Training Record' report.

Once this has been completed for all your staff you can quickly view a complete list by changing the report to : Manager's View - My List

You can now select this report whenever you access STAR.

To remove names from 'My List' click 'delete' in the 'my list' column of the report.

Report Detail


STAR Manager's View as at: 13/06/2013
Staff Group: All
Training Data as at: 13/06/2013
Department: 427 Business Intelligence
Directorate: All
This report reflects centrally recorded training data - please allow 2/3 weeks from the course date for the training to be shown in this report
Back to Search
Up to Compliance
Hover over the icons to see the date training is valid until or click here to see just dates
Key: Expired Expires within 3 Months Trained Not Required
Mandatory Training
Department
Staff Member
My List
Conflict Resolution Training
Equality and Diversity
Fire Awareness
Health and Safety
Information Governance
Safeguarding Adults Level 1
Safeguarding Children Level 1
427 Education
Alan Ball
Jason Loxton
Rebecca Williams
Susan Miller
Add
06 Feb 2014

Click the link or alternatively hover over the icons to see the dates training expires

If further detail is required you can look at an individual's training record by clicking their name.

NB when exporting the Manager's Report it will appear as 2 pages, or in Excel as 2 tabs.

To exit a report

To return to the STAR homepage click on the coloured STAR icon in any report.

****This report reflects centrally recorded training data—please allow 2/3 weeks from the course date for training to be shown in this report****

STAR is a mandatory training reporting tool which allows training compliance to be displayed at a personal, managerial and subject level.

- My Training Record allows you to see whether your mandatory training has been completed and when it needs to be renewed.
- The Manager View allows managers to see which members of their team are in date with their mandatory training and to plan for refresher training.
- The Subject Compliance View is designed for subject matter experts to monitor compliance rates and is restricted to identified members of staff. See the FAQ section on the STAR home page for details of how to request access.

Information on STAR is for internal dissemination only and reports must not be shared outside of the organisation. To do so would constitute a breach of confidentiality as per existing Trust policies on the acceptable use of computer equipment and the Code of Expectations.

Available on the RUH intranet under Staff Development > Support &Resources >STAR

For information about how to use subject reports please see the separate user guide

For more information and FAQs go to the STAR homepage under Staff Development

My Training Record

On the STAR page click the 'My Training Record' link

Enter either your Employee Number or First and/or Surname and click View Report

Click on **View** next to your name

Your training record (as held on a central training database) will now be displayed

KEY:

Expired	Your training for this subject is incomplete/expired
Expires within 3 months	Your training for this subject is due to expire within the next 3 months
Trained	Your training for this subject is up to date
Not Required	You are not required to undertake this training as part of your role

For more information on your training requirements click on Mandatory Training Requirement

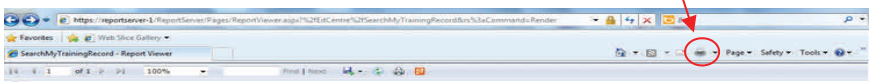
(you can then click on the back arrow in the browser to return to STAR)

You can return to the search page from a report by clicking Back to Search

****This report reflects centrally recorded training data—please allow 2/3 weeks from the course date for training to be shown in the reports****

Printing/Exporting (from any report in STAR)

To print the data click on the print icon in your internet browser.



To export the data click on the save icon and select either Word, PDF or Excel.

Manager View

On the STAR page click the 'Manager View' link

Select which report you wish to view Report Title Manager's View

There are 3 different reports to select from:

1. Manager's View—default report which allows you to look at a directorate or department (requires knowledge of directorate name to view department)
2. Manager's View - By Department—allows you to select a single department to view
3. Manager's View - My List (A tailored list of staff which you have previously selected)

Compliance date on reports will default to the latest upload date

1. Manager's View

On the options bar select which subjects you wish to report on:

Subject Information Governance, Conflic *(all stat man courses will be selected by default)*

Select the division (or leave as All) Division All

Then depending on your criteria select*:

Directorate <Select a Value> and Department All

And/or Staff Group All

NB in this view a directorate must be selected; Department and Staff Group can be left as 'All'

Once you have selected your criteria click View Report

*Division/Directorate/Department are based on the structure held in ESR.

2. Manager's View By Department

Select the individual department in the department list and click View Report

Please note that reports will time out after 10 minutes of inactivity